

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road, P.O. Box 269101
Sacramento, California 95826-9101

CAJS-J1-SP

21 October 2009

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty Vacancy Announcement 2009-51 – Expires 5 November 2009

1. The Military Department is accepting applications for the temporary State Active Duty position indicated below. This position is a temporary backfill through 30 June 2010 for a service member currently serving on Federal Active Duty. A temporary appointment is greater than 30 days and provides full benefit status for the appointee and his/her beneficiaries. Continuation and subsequent extension of service of the selected applicant will be determined by the individual's performance of duty and continuation of funding. *The service member selected for this position will be paid at their federal or California State Military Reserve pay grade, not to exceed 0-3.* This vacancy announcement will expire on 5 November 2009 unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the suggested checklist at the end of this announcement.

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|--------------------------------------|----------------------------------------------------|
| a. TITLE AND PAY GRADE: | Operations Officer (SAD 0-3) |
| b. EMPLOYMENT LOCATION: | Joint Forces Training Base (JFTB) Los Alamitos, CA |
| c. PROJECTED EMPLOYMENT DATE: | 1 December 2009 |
| d. SELECTING SUPERVISOR: | Post Commander |

3. The basic qualification requirements are:

a. Military: Members of the active or retired California National Guard or active members of the California State Military Reserve in the grades of 0-2 through 0-4 may apply.

b. Education/Experience: Bachelor Degree of Art/Bachelor Degree of Science is required. **Attach documentation to support this requirement.** Completion of military education and civilian requirements commensurate with the grade of the applicant is required.

c. Military Assignments: Assignments appropriate to the grade of the applicant.

d. Communication Skills: Must possess excellent written and verbal communication skills and have the ability to communicate effectively with individuals at all levels in both civilian and military organizations.

e. Must qualify for security clearance at Secret level.

f. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. **Attach a copy of your military component's verification of these requirements.** If a current member of the California State Military Reserve or a Retired California Army/Air National Guardsperson, complete and sign our height, weight and military appearance verification form available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> that indicates your current medical fitness.

g. Appropriate military uniform with federally recognized, or CSMR recognized, rank and will be worn in accordance with military regulation.

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4. Desirable qualifications include:

- a. Possess strong administrative management skills and have the ability to make timely, well-considered decisions; able to exercise independent judgment and use initiative in organization and supervision.
- b. Possess knowledgeable skills and ability to develop installation policies and regulations which govern re-stationing, range/training area safety, physical security, Anti-Force Terrorism Protection and emergency response procedures.
- c. Be able to travel occasionally and remain overnight when necessary.

5. Principal duty functions:

The incumbent works in the Plans, Training, Mobilization and Security Branch under the supervision of the DPTMS. Incumbent acts as the senior supervisor of the Operations and Training Branch in the absence of the DPTMS.

- a. Develops and supervises training center protection measures to include all aspects of the Army's anti-terrorism and force protection programs and physical security program at the JFTB.
- b. Manages, in coordination with the Airfield Safety Officer, the JFTB Safety Program.
- c. Assists the DPTMS and Training Site Commander in developing plans for the utilization of the JFTB in emergency operations by tenant activities and support to civil authorities.
- d. Coordinates Homeland Security and Homeland Defense programs with tenant activities and transient tenants desiring utilization of the JFTB in the event of a Homeland Security/Homeland Defense response.
- e. Researches and develops projects that meet the Commander's intent for restoration and development of facilities to soldiers at the individual, and company through battalion, level training tasks ensuring compliance with all safety, environmental and training regulations.
- f. Performs other duties as assigned.

6. The service member selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

7. Reimbursement for moving and relocation expenses **will not** be paid.

8. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application), and all requested supporting documentation, to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAJS-J1-SP, Box #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAJS-J1-SP website at <http://www.calguard.ca.gov/casp/Pages/sad/aspix> or by contacting Ms. Cheryl Arbaugh at (916) 854-3311

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or DSN 466-3311. **Original applications must be received in the State Personnel office no later than the close of business on 5 November 2009. Applications will not be accepted via fax or email.**

FOR THE ADJUTANT GENERAL:

Jeffrey W. Magram (21 Oct 09)

JEFFREY W. MAGRAM

Lieutenant Colonel, CA ANG

Director, State Personnel Programs

The following is a suggested checklist to assist with the submission of a complete and accurate application. Explain negative responses.

Have you completed and signed the application form?	
Have you attached a copy of your height, weight & physical fitness verification?	
Have you attached verification of your military and civilian educational certificates?	